

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service

Manual

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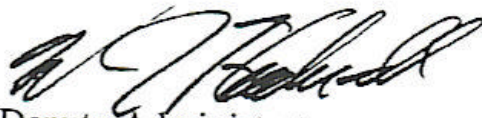
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MOTOR VEHICLE FLEET MANAGEMENT PROGRAM

This is the revised Marketing and Regulatory Programs (MRP) Motor Vehicle Fleet Management Manual. It replaces the APHIS 5400, Motor Vehicle Fleet Management Manual, dated January 1994, and AMS 211.1, Motor Vehicle Management, dated April 16, 1991.

This Manual is intended for MRP employees who have specific responsibility for motor vehicle management (operators, vehicle accountable officers, vehicle fleet managers, and supervisors). An effective motor vehicle management program is based on a knowledge of the policies, procedures, and requirements from a wide range of sources.

The MRP Motor Vehicle Fleet Management Manual combines Federal motor vehicle regulations into one reference tool and is organized into 14 chapters. A comprehensive index is provided to help users find topics quickly.



Deputy Administrator
MRP Business Services

MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

1. INTRODUCTION

The MRP Motor Vehicle Fleet Management Manual has been organized to provide for the safe use and effective management of motor vehicles. The Manual provides guidance to MRP employees and contractors operating MRP-owned and leased motor vehicles in support of the MRP mission. This Manual is intended to aid motor vehicle operators in maintaining vehicle safety, obtaining better fuel efficiency and ensuring maximum vehicle utilization.

The Manual states the policies, responsibilities, and reporting requirements necessary for successful motor vehicle fleet management. The policies and procedures apply to all MRP-owned and leased vehicles used for official Government business.

The "MRP Vehicle Operator's Guide" contains specific information on the operation of MRP-owned and leased motor vehicles. A copy will be kept in all vehicles.

Specific guidance on the use of MRP-owned or leased vehicles in foreign countries is contained in a supplement at the end of chapters 1, 3, and 7.

Updates to this Manual will be transmitted with an Issuance Change Transmittal. Each transmittal will include specific instructions on how to update the Manual.

2. REPLACEMENTS

This Manual replaces APHIS 5400, Motor Vehicle Fleet Management Manual dated January 1994, and AMS 211.1, Motor Vehicle Management dated April 16, 1991.

3. AUTHORITIES

MRP motor vehicle policy is set in accordance with the Code of Federal Regulations, Title 41, Chapter 101.38; Agriculture Property Management Regulations; and Departmental Regulation (DR) 5400-5, Home-to-Work Transportation.

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DEFINITIONS & ACRONYMS

4 x 2 Vehicles - Vehicles which have four wheels driven by two wheels.

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Accessories - Any equipment added to the base vehicle.

Accountability - Responsibility given to designated officials who must report, explain, and justify actions for vehicles under his/her control. This includes the assignment of custodial responsibility for the vehicle.

Accountable Property Officer - Designated Official, responsible for all property in their assigned area.

Acquisition - To obtain property. This includes purchase, transfer, donation, lease, and assignment.

Assigned Vehicles - General Services Administration (GSA) motor pool vehicles assigned for indefinite use (more than 30 days).

ASD - Administrative Services Division, responsible for developing and implementing MRP policy.

BOAC - The Billing Office Address Code assigned by GSA for use in processing invoices for assigned dispatched vehicles.

Board of Survey - A panel designated to review all vehicle accident cases, as well as cases involving lost, stolen, damaged, or destroyed Government property where the facts and circumstances indicate possible employee negligence.

Clear and Present Danger - Highly unusual circumstances which present a threat to the physical safety of the employee's person or property under circumstances where; (1) the danger is real, not imagined, and is immediate or imminent, not merely potential, and (2) a showing is made that the use of a Government vehicle would provide protection not otherwise available.

Compact - Five-passenger sedan/station wagon.

Compelling Operational Considerations - Circumstances where the provision of home-to-work transportation to an employee is essential to the conduct of official business or would substantially increase a Federal agency's efficiency and economy. Home-to-work transportation may be justifiable if other available alternatives would involve substantial

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additional costs to the Government or expenditures of employee time. These circumstances need not be limited to emergency or life threatening situations.

Cooperative Agreements - Written agreements stating the shared use of motor vehicles with federally assisted programs. The programs can be State or local government, private business or commission based, working toward a mutual agricultural goal.

Dispatch - GSA vehicle assigned for short-term use (less than 30 days).

Emergency - Circumstances which exist whenever there is an immediate, unforeseeable, temporary need to provide home-to-work transportation for those employees who are necessary to the uninterrupted performance of the agency's mission. An emergency may occur where there is a major disruption of available means of transportation to or from a work site, and essential Government service must be provided, and there is no other way to transport an employee.

Excess Vehicles - Serviceable vehicles no longer needed by the holder to carry out programs as determined by the Vehicle Accountable Officer.

Exchange/Sale Vehicles - Required vehicles that either can be exchanged for a similar item or sold. Proceeds are to be used to buy similar property.

Field Work - Official work performed by an employee whose job requires the employee's presence at various locations that are at a distance from the employee's place of employment (itinerant-type travel involving multiple stops within the accepted local commuting area or use outside that area) or at a remote location that is accessible only by Government-provided transportation. The designation of a work site as a field office does not, of itself, permit the use of a Government vehicle for home-to-work transportation.

Examples of employees involved in field work include, but are not limited to, meat inspectors, and certain law enforcement officers, whose jobs require travel to several locations during the course of the work day. The field work exception may not be used (1) when the employee's workday begins at his or her official Government duty station, or (2) when the employee normally commutes to a fixed location no matter how far removed from his or her official duty station; i.e., Plant Protection and Quarantine Officers assigned to airports since these employees are not performing field work.

Government-owned or leased vehicle (GOV) - Any motor vehicle that is owned or leased by the U.S. Government.

Gross Vehicle Weight Rating (GVWR) - The maximum loaded weight in pounds of a single truck including vehicle weight, payload, passenger, and fuel.

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Home-To-Work Transportation - The authority for Government employees to temporarily commute from home to work on normal duty (non-travel) status, to perform assigned duties using a Government vehicle.

IFMS - Interagency Fleet Management Center.

International Locations - Program/unit assigned outside of the U.S., its territories or possessions.

Light Trucks - Vehicles with a GVWR of 8,500 pounds or less.

Maintenance - Routine work required to keep the vehicle in good operating condition. This includes tune-ups, oil and transmission changes, lubrications, tire rotations, etc.

Motor Vehicle - A vehicle designed and operated principally for highway transportation of property or passengers.

MRP - Marketing and Regulatory Programs.

Occasional Operator - Any individual who occasionally uses a motor vehicle for official business while temporarily away from his/her official duty station.

Official Duty Station - The duty station where the employee is permanently assigned.

Operator - Any individual who is required to operate a motor vehicle in order to properly carry out his/her assigned duties.

Options - Variations of equipment listed on the base vehicle (such as air- conditioning, mud and snow tires, and heavy-duty suspension).

Passenger Carrying Vehicles - Vehicles with the primary function of carrying up to 10 passengers.

Permanent Storage - Storage of MRP-owned or leased vehicles at a residence or a commercial lot for 60 days or longer.

Place of Employment - Any place within the accepted commuting area as determined by the agency for the locality involved where an employee performs his/her business, trade, or occupation even if the employee is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, headquarters, or any place where an employee is assigned to work including locations where meetings, conferences, or other official functions take place.

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Property Management Officer - Designated official responsible for administering the overall personal property management programs, including the development and enforcement of procedures.

Repairs - Replacement of parts, materials, and equipment. This includes major tune-ups, rebuilt engines or transmissions, or damage from collisions.

Residence - The primary place where an employee resides and from which the employee commutes to his/her place of employment. The term "residence" is not synonymous with domicile as that term is used for taxation or other purposes.

Sedan Delivery - A vehicle with the primary function of carrying cargo. This is usually a station wagon with the rear seat permanently mounted down or removed. This vehicle falls into the same category as light trucks.

Serviceable Vehicles - Vehicles that can be repaired at reasonable expense, considering replacement criteria.

Special Equipment Operator - Any individual who operates vehicles used for transporting dangerous/hazardous materials, highway vehicles weighing 16,000 or more pounds gross vehicle weight rating (GVWR), specialized vehicles, or buses designed to transport 16 or more passengers, including the operator.

Specialized Vehicles - Equipment such as farm vehicles, industrial vehicles, and off road vehicles.

State License - A valid driver's license for the type of vehicle being operated, which is issued by a State, the District of Columbia, Puerto Rico, or a possession of the U.S. where the employee resides or is principally employed; or that is issued by the governing body in international locations.

- (1) A commercial driver's license (CDL) is required for employees operating special equipment which:
 - a. Has a manufacturer's gross vehicle weight rating (GVWR) or gross combination weight rating of 26,001 pounds or more, or
 - b. Is a towing vehicle exceeding 10,000 pounds GVWR.

Subcompacts - 4 passenger sedans/station wagons.

Surplus - Serviceable vehicles for which no Federal need exists.

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Temporary Storage - Storage of MRP-owned or leased vehicle at a residence or a commercial lot for 59 days or less.

Unserviceable Vehicle - Vehicles that are uneconomical to repair, or for which parts are no longer manufactured.

Vehicle Sharing - The shared use of vehicles within MRP, or other Federal Government agencies and non-federal activities for official purposes.

Vehicle Accountable Officer (VAO) - The person designated responsibility for the use and operation of motor vehicles assigned to the work area.

Vehicle Standards - The standard established classification of the various types of vehicles and equipment commercially available, which are authorized for Government use.

VIN - Vehicle Identification Number

Wheel Base - The distance between the centerline of the front and rear axle.

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CHAPTER 1

OFFICIAL USE OF MRP MOTOR VEHICLES

1. PURPOSE

This chapter describes the requirements and procedures for using MRP-owned or leased motor vehicles in the United States and its territories.

2. OFFICIAL USE

- a. Official use means the use of MRP-owned or leased motor vehicles, General Services Administration (GSA) owned or leased motor vehicles, or employee or agency-leased motor vehicles for the purpose of transporting U.S. Government employees, contractors, cooperators, and private citizens and/or things directly related to the MRP mission.
- b. MRP vehicles may only be used for the following official purposes:
 - (1) To travel to a location(s) other than an employee's place of employment in the course of the employee's normal home-to-work commute in the performance of official duties. The use of Government vehicles between an employee's residence and his/her place of employment will be limited to employees engaged in field work. The Secretary has determined that the job series listed in Appendix A are authorized home-to-work transportation when actually performing field work and then only to the extent that such transportation will substantially increase the efficiency and economy of the Government. If circumstances require that field work only be performed on an intermittent basis, the agency must establish procedures to ensure that the Government vehicle is used only when field work is being performed.
 - (2) When use is in response to a highly unusual circumstance which presents a clear and present danger, when emergencies exist, or when other compelling operational considerations make such transportation essential to the conduct of official business.
 - (3) By employees in travel status.
 - (4) By cooperators when the Cooperative Agreement specifically authorizes use.

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3. WHO MAY OPERATE GOVERNMENT MOTOR VEHICLES

ONLY MRP employees, other Federal/State Government employees, cooperators, contractors, or individuals who conduct official business in support of the MRP mission may operate a Government-owned or leased vehicle (GOV). Operators must possess a valid State motor vehicle operator's license.

4. WHO MAY RIDE IN GOVERNMENT MOTOR VEHICLES

Only persons who are traveling for the benefit of the Government may ride in Government vehicles. Their business must be specifically related to the MRP mission. Exceptions on who may ride will be made on a case-by-case basis by supervisors, considering:

- a. The impact on the MRP mission, and
- b. The ability to justify the action should there be a complaint or accident.

Transporting children and mentored students in Agency-owned or leased vehicles during MRP sponsored activities is not allowed.

5. SMOKING IN GOVERNMENT MOTOR VEHICLES

Smoking is **NOT ALLOWED** in GOVs; this includes GSA-leased vehicles.

6. WEAPONS

Weapons are **NOT ALLOWED** in GOVs unless authorized by the Government for the purpose of carrying out official duties. Use and possession of firearms must be in accordance with all Federal, State and local laws and regulations. MRP employees are charged with the responsibility of becoming familiar with the laws of the states and localities where they work and travel. MRP provided and privately owned firearms used for Agency purposes will be transported in an unloaded condition and in a discrete manner that will not attract undue attention nor be in violation of concealed weapons laws. If a weapon must be stored in an MRP vehicle it will be secured by placing it out of sight as permitted by the State and the vehicle properly locked.

7. PENALTIES FOR UNAUTHORIZED USE

Persons who use GOVs without authorization or for purposes other than official business may have their authority to operate the vehicles temporarily or permanently withdrawn. The operator and the individual authorizing the non-official use may be subject to suspension from duty without pay for 30 days, or removal from Federal Service, if warranted. Any

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knowledge of misuse of vehicles must be reported immediately to the Vehicle Accountable Officer (VAO). The VAO is responsible for investigating any reports of vehicle misuse.

8. USE OF GOVERNMENT-OWNED/LEASED VEHICLES

- a. The use of GOVs is restricted to official purposes, except to stop and eat lunch when traveling from one duty point to another. Breakfast and dinner are authorized only when the employee is working overtime. Operators must always be aware of the public's perception of how the vehicles are being used and should eat in appropriate dining facilities.
- b. Operators may not use GOVs as transportation to breakfast, lunch, or dinner when working in an office. Personal transportation must be used, unless used in conjunction with official travel to perform temporary duty assignments away from a designated or regular place of employment.
- c. The use of GOVs for doctor's appointments, personal shopping, and picking up children or spouses from school or work is **NOT ALLOWED**.
- d. MRP employees must obey all State and local laws pertaining to the use or prohibition from use of any wireless telephone equipment. MRP employees are prohibited from using hand-held wireless phones while driving an owned or leased Government vehicle. The driver must pull safely to the side of the road or a parking area then initiate the call. Even the use of "hands free" equipment is strongly discouraged.
- e. USDA employees are to always use caution and expertise while operating a motor vehicle owned or leased by the Federal Government. When it is necessary to operate a motor vehicle for extended periods of time, drivers are strongly encouraged to take at least a 15 minute break after each three hours of driving time, or more often, if the driver feels it will enhance his or her safe operation of the vehicle.

9. USE OF PRIVATELY OWNED VEHICLES

- a. In some instances it is more advantageous to the Government for employees to use privately owned vehicles (POV) for official purposes. Use of POVs is considered an alternative to low mileage GOVs.
- b. Employees must sign a yearly commitment indicating the use of the POV, using MRP Form 73-R, Commitment To Use Privately Owned Vehicle (POV), or MRP Form 73-1R, High Mileage Driver Commitment.
- c. MRP Form 73-R and MRP Form 73-1R must be approved by the immediate supervisor and kept on file documenting approval.

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- d. When an employee elects to use a POV for the purpose of official travel, the AD 202, Travel Authorization, must indicate the use of the POV.
- e. When employees use a POV on a regular basis, they are required to report such use to their personal insurance carrier. The company may require a rider on their policy. Employees whose POVs are damaged while engaged in official travel should seek reimbursement for the loss from their personal vehicle insurance company. The USDA policy regarding the payment of claims under the Military Personnel and Civilian Employees Claims Act allows the recovery of the deductible amount in an employee's personal vehicle insurance policy only "in instances where the loss or damage to property of the employee was caused by extraordinary risks such as a civil disturbance, common or natural disaster, or efforts to save human life or Government property." Refer to MRP Directive 2301.1, MRP Supplement to the Agriculture Travel Regulations, for reimbursement entitlements.

10. STORAGE OF VEHICLES

Government vehicles must be parked in an off-street, secured facility at the duty station. In the event secure parking is not available at the duty station, a secure storage facility accessible to the duty station will be used.

- a. When a Government parking facility is not available, use off-street or street parking near the duty station if:
 - (1) The vehicle does not contain visible equipment or items susceptible to theft,
 - (2) Parking is customary in the vicinity, and
 - (3) Reasonable protection of the vehicle and its contents is provided.
- b. Be sure to lock the vehicle and obey local parking ordinances.
- c. Use commercial lots or garages that are convenient to the duty station if available.

11. SCOPE OF EMPLOYMENT

- a. Generally, Government employees are protected from any action brought against them pursuant to the Federal Tort Claims Act based on their alleged negligence while performing official duties. This protection arises when the employee is deemed to be "within the scope" of his or her employment.
- b. When an employee is sued either in State or Federal court as a result of alleged negligence occurring while performing official duties or any actions reasonably

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incidental or related to his/her duties, then the agency makes a recommendation to the Office of the General Counsel (OGC) that the employee was within the scope of employment at the time the alleged negligence occurred. OGC reviews such a determination and passes the recommendation along to the Assistant United States Attorney (AUSA) handling the case in court. At that point the AUSA will motion the court to dismiss the employee from the lawsuit and substitute the United States as the proper party.

- c. Whether an employee was within the scope of employment is a legal determination reviewable by a court. The applicable law will be either that of the State where the alleged negligent act occurred or federal law, depending where the suit was filed.
- d. The basic principles of scope of employment do not differ greatly from jurisdiction to jurisdiction. Therefore, it is safe to assert that any use of a GOV, or authorized use of a POV for official Government business, which is reasonably incidental to the performance of the employee's duties is within the scope of employment. Any resulting negligent act while acting within the scope of employment will not result in personal liability to the employee.

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SUPPLEMENT 1

OFFICIAL USE OF MOTOR VEHICLES AT INTERNATIONAL LOCATIONS

1. PURPOSE

This supplement provides additional policy for the official use of motor vehicles at international locations.

2. POLICY

- a. In addition to Federal policy, MRP personnel stationed at international posts will follow local rules, as prescribed in writing by the U.S. Embassy in the applicable country.
- b. Official use of motor vehicles means the transportation of MRP employees and things directly related to, or of direct benefit to, the transaction of official business of the U.S. Government. It also includes transportation of MRP employees to and from official functions.
- c. Other authorized uses means transportation for employees and their dependents to and from medical and recreational facilities, schools and other such uses as determined necessary when public transportation is unsafe or unavailable. **This is not a right or entitlement of any MRP employee.**
- d. Government vehicles may be made available for use by employees, on a case-by-case basis, but only when the good of the service is determined to be paramount. Some examples when the privilege can be extended to employees are:
 - (1) When a privately owned vehicle has not arrived in a country.
 - (2) When shipment of a privately owned vehicle is prohibited at the post.
 - (3) For security risk reasons, i.e., riots, civil war, kidnapping risk, or other instances when public transportation has been determined to be unsafe by the Embassy.
 - (4) To transport dependents to the hospital for emergency treatment.

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3. APPROVAL PROCESSES

A written request will be prepared, prior to actual use, when an employee desires to use a vehicle for "other authorized uses," and will be approved by the immediate supervisor. A copy will be forwarded to the VAO.

The request will state the justification/purpose for the "other authorized use," the timeframe (time out and time back), insurance carrier, if required, and signature of the employee.

See chapter 3, supplement 3, for insurance guidelines.

4. COLLECTING AND DEPOSITING MILEAGE CHARGES

- a. Employees incurring charges for "other authorized uses" will write a personal check at the end of the month, payable to USDA-APHIS, AMS or GIPSA. The payment will be forwarded to the Minneapolis Business Site, Claims and Payments, for deposit. MRP Form 94, Record of Public Funds Received, will be used. Funds so collected will be credited to the program and will again become available for payment of vehicle maintenance costs. Payments must cite the appropriate accounting codes.
- b. No charges will be incurred for the following:
 - (1) Transportation of dependent children to and from school.
 - (2) Transportation of employee and dependents to the hospital for emergency medical care.
- c. Mileage at the prevailing rate per mile will be charged when an official vehicle is used for the employee's convenience, under authorized circumstances. This includes:
 - (1) When an employee's personal vehicle has not arrived at the post.
 - (2) Transportation of employees and their dependents to and from recreation facilities.
 - (3) Transportation of employees and their dependents to and from medical facilities for routine medical treatment.

The above three uses are only examples of those for which mileage charges will be made. This applies to GOVs as well as any other vehicle provided to an MRP employee, such as cooperator-provided or jointly owned vehicles.

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CHAPTER 2

HOME-TO-WORK TRANSPORTATION

1. PURPOSE

This chapter states MRP policy for home-to-work transportation. The information complies with Public Law 99-550 and Federal Property Management Regulations, Amendment A-42, and Departmental Regulation (DR) 5400-5, Use of Government Vehicle for Home-to-Work Transportation.

2. POLICY

- a. All instances of home-to-work transportation must be fully documented with reports, logs, or records of such use. Form AD-728, Request and Authorization for Home-to-Work Transportation, is to be used for this purpose.
- b. Depending on the nature of the use, home-to-work transportation is approved by either the immediate supervisor or the Secretary of Agriculture.
- c. The immediate supervisor can approve home-to-work transportation for:
 - (1) Some employees whose residences are their Official Duty station (ODS).
 - (2) Programs may have situations where it is more cost-effective to the Government to provide an employee a GOV for home-to-work use rather than have the employee travel long distances to pick up a vehicle, then drive back toward or beyond his/her residence to perform his/her job. In these situations, if practicable, the program should consider basing the vehicle at a Government facility located near the employee's job site. If such a solution is not feasible, the MRP program must decide if the use of the vehicle qualifies under the compelling operational consideration as defined in this Manual.
 - (3) Employees engaged in fieldwork.

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- d. The Secretary of Agriculture must approve home-to-work transportation in the following instances:
 - (1) Circumstances that present a clear and present danger,
 - (2) Emergencies, or
 - (3) Compelling operational considerations which make such transportation essential to the conduct of official business (cost effective reasons), and alternatives would involve additional expenditures of employee time. For example, an employee needs to take a vehicle home in the evening, to go to a field location the next morning. The employee lives between the field location and the office, so rather than going to the office to pick up the vehicle prefers to take the vehicle home, with the justification that it is more cost effective to leave from the residence.
- e. Requests should be submitted in advance to the Secretary for approval. However, in cases where it is physically impossible to secure the prior approval of the Secretary, an agency official may authorize short-term uses of vehicles for home-to-work transportation if the circumstances meet one of the situations listed in Appendix B, Contingency Determinations. However, the requests must still be submitted for post-approval by the Secretary.
- f. Should programs find that employees in other occupational series need to be included in Appendix A because they involve fieldwork, requests must be forwarded to MRP-BS, Administrative Services Division (ASD). ASD will forward the request for approval to the Office of Procurement and Property Management (OPPM). Such requests should include the type of work performed and circumstances requiring use between an employee's residence and assigned workstation.
 - (1) All instances of home-to-work transportation must be in accordance with DR-5400-5, and documented with the required reports, logs, and records, including Time and Attendance reports.
 - (2) Form AD-728 will be used to document home-to-work transportation. Employees must state the specific time frames of vehicle use, which cannot exceed one year.
 - (a) Annually, employees and supervisors must sign the AD-728.
 - (b) Form AD-728 cannot be approved for indefinite periods.

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- (3) Authorization for home-to-work transportation is **NOT ALLOWED** in the following instances:
- (a) The comfort and convenience of an employee,
 - (b) Overtime or call back work at an employee's normal place of employment,
 - (c) Cooperators working under a cooperative agreement, or
 - (d) When an employee wants to store a GOV at his or her residence prior to going on official travel. For example, an employee is scheduled to depart his/her residence on a Monday morning for official travel via a GOV, which is authorized on an AD-202. The employee wants to take the vehicle home the Friday evening before the Monday that travel officially starts, storing the vehicle at his or her residence to eliminate the need to go to the office on Monday morning to pick up the vehicle, thus saving the employee personal time or effort.

In this example, the official travel does not begin until the day authorized by the AD-202. The previous authority for storing the vehicle at the residence was rescinded when Congress enacted the home-to-work transportation legislation in 1991.

- g. Exclusive representatives of bargaining units may negotiate parameters of local or national level GOV use policies so long as they are consistent with applicable law, governmentwide regulations, and USDA DPM 5400.

3. PROCEDURES FOR REQUESTING APPROVAL FOR HOME-TO-WORK TRANSPORTATION

- a. Program activities will:
 - (1) Ensure that a completed Form AD-728 is on file at the supervisor's ODS for each employee authorized the use of a GOV for home-to-work transportation.
 - (2) Ensure that a Form AD-728 is completed each time an employee is given an intermittent field duty assignment requiring the use of a GOV for home-to-work transportation.
 - (3) Maintain logs or other records necessary to document home-to-work transportation. These logs or records should contain the information described in DR-5400-5.

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- (4) Forward requests to MRP-BS, ASD, Policy Support Branch (PSB), for occupational series that need to be added to DR 5400-5.

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- (5) For each request requiring the approval of the Secretary of Agriculture, submit the original AD-728 to MRP-BS, ASD, PSB. These requests must be submitted by the regional office or equivalent, and approved before participation in the home-to- work transportation.
- b. The initial approval is only for 15 calendar days. The Secretary may approve subsequent request for 90 calendar days. At the end of the 90-day period, the Secretary may authorize an additional extension of 90 days and continue this process as long as circumstances justify that home-to-work transportation continue.
- c. MRP-BS-ASD will:
 - (1) Coordinate all MRP requests for home-to-work transportation requiring the Secretary's approval.
 - (2) Return a signed copy of each approved authorization to the requesting program.

4. TAXATION OF FRINGE BENEFITS

- a. The Internal Revenue Service considers the use of a GOV for transportation between a residence and ODS or vehicle storage point as a noncash taxable fringe benefit.
- b. Exceptions to this are:
 - (1) An employee's residence is designated as the ODS.
 - (2) A travel allowance would be authorized if other transportation were used.
 - (3) An employee is stationed abroad, and the U.S. Embassy in that country recommends that employees commute at the Government's expense for personal safety.
- c. MRP employees must maintain records on the use of vehicles for this purpose, report the number of trips per pay period on the Time and Attendance Report (T&A), and retain the records for 3 years after the date of submission. MRP Form 139, Employee Record of Commute In Government Vehicle, is to be used for this purpose.

For detailed instructions on recording such information, refer to the National Finance Center Procedures (T&A manual).

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SUPPLEMENT 2

HOME-TO-WORK TRANSPORTATION AT INTERNATIONAL LOCATIONS

1. PURPOSE

This supplement provides additional policy for home-to-work transportation at international locations.

2. POLICY

- a. In addition to Federal policy, MRP personnel stationed at international posts will follow local rules, as prescribed in writing by the U.S. Embassy in the applicable country. Home-to-work transportation at international locations will be allowed in the following instances:
 - (1) In accordance with DR 5400-5, Home-to-Work Transportation.
 - (2) When reasons of security the Embassy has approved a policy of using official vehicles for transportation to and from the employee's residence.
- b. The employee must attach a copy of the post vehicle use policy, as provided by the Embassy, to the original AD 728.

NOTE: Sometimes a GOV may be made temporarily available to employees at an international post when they first arrive, and are waiting arrival of their personal vehicles. A written justification must be approved by the regional director and liability insurance must be obtained by the driver.

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CHAPTER 3

REQUIREMENTS TO OPERATE

1. PURPOSE

This chapter describes MRP requirements for official use and operation of motor vehicles including special use vehicles. These provisions meet the guidelines and requirements contained in Chapter 930 of the Federal Personnel Manual and Part 104-38.5006 of the Agriculture Property Management Regulations.

2. RESPONSIBILITIES

- a. Any person operating a vehicle for official purposes as defined in Chapter 1 and Supplement 1 of this Manual will:
 - (1) Have a valid State/local motor vehicle driver's license and Government identification in his/her possession while driving a vehicle on official business. Employees must pay the cost incurred for obtaining the State's motor vehicle driver's license.
 - (2) Obtain the proper class of license needed to operate the types of vehicles assigned, including the Commercial Driver's License (CDL). If the CDL is required as a condition of employment, MRP will not pay for training and the CDL. However, if after the employee enters duty, MRP requires the employee to obtain a CDL, MRP will pay all related costs required, as determined by the Agency. Employees holding a CDL license are required to participate in the Department's random drug testing program.
 - (3) Comply with Federal, State, and local regulations pertaining to the use of motor vehicles. Operators are personally responsible for any charges incurred for motor vehicle violations, i.e., traffic and parking tickets, towing expenses. Employees should report moving violations, accidents, suspended licenses, etc., to their supervisors within 7 days whether occurring on official time or not.
 - (4) **NOT** drive a vehicle while under the influence of alcohol/drugs or when a medical condition or medication(s) interferes with driving abilities.
 - (5) Wear seat belts and require all passengers to wear seat belts at all times.
 - (6) Drive safely and defensively to avoid accidents.

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- b. Each supervisor will:
 - (1) Ensure that all operators use motor vehicles only for official purposes and possess a valid State/local driver's license for the class of vehicles they operate. Supervisors should review the license every 2 years.
 - (2) Ensure that Operators comply with any restrictions on their licenses.
 - (3) Ensure that MRP Form 105-R, Motor Vehicle Authorization, is completed for all operators. The form will be updated as required, and filed at the supervisor's ODS.
 - (4) Ensure that Operators are familiar with and follow the guidelines in this Manual and the MRP Vehicle Operator's Guide.
 - (5) Evaluate operator's driving abilities, compliance with safety regulations, and defensive driving habits annually. If necessary, require additional training or do not permit use of GOV.
 - (6) Ensure that the use of a GOV during irregular hours or on weekends is documented. (Documentation on time and attendance sheets is sufficient).
 - (7) Ensure that vehicle usage and operational costs are recorded and reports are maintained.
 - (8) Ensure that required payments contained in chapter 13 are submitted.
 - (9) Ensure that vehicles are protected against damage or theft, and maintained in safe operating condition.
 - (10) Immediately suspend driving privilege if an employee fails a drug test or is charged with a serious driving offense (DUI, vehicular manslaughter, etc.) whether occurring on official time or not.

3. TRAINING REQUIREMENTS

- a. Supervisors will ensure that operators of specialized vehicles have the proper training before use of the equipment.
- b. Operators who tow heavy equipment must be provided training and information on safe towing procedures. Exhibit 1 contains information necessary for safely towing equipment.

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- c. Supervisors will ensure that all motor vehicle operators receive defensive driver training at least every three years.
- d. Supervisors will ensure that operators are referred to Federal or other medical officers for evaluation if there are medical questions or concerns about the operator's ability to operate motor vehicles.
 - (1) MRP will pay for the examination and travel costs if an operator is referred to a physician or optometrist for evaluation. The operator is responsible for any treatment costs, including glasses.
 - (2) The supervisor will complete the appropriate blocks of Standard Form 78, Certificate of Medical Examination, and give it to the operator. The employee will take the completed SF-78 to the examining physician. The examining physician will complete the form and forward it to the employee's supervisor.

The supervisor will review the SF-78 and any bills to verify the charges. The bill will be initialed and forwarded to the Financial Management Division, Accounting and Payments Section in Minneapolis for processing and payment.

4. DEFENSIVE DRIVER TRAINING

- a. Defensive driver training is mandatory, every three years, for persons who operate motor vehicles on Government business. The training may be sponsored through the regional safety and health councils or the local safety committees.

Defensive driver training also is encouraged for all employees of MRP, regardless of whether or not they operate a Government motor vehicle.
- b. Collateral Duty Safety and Health Officers will use the MRP Form 125-R, Defensive Driver Training Log, as a means to maintain defensive driver training records. The supervisor is responsible for ensuring that the employee's defensive driving training is current.
- c. Airport ramp safety training is an additional requirement for personnel operating motor vehicles at airport facilities. Large airports or airlines may provide training for new employees through airport operations or security. Where this is not available, it will be the responsibility of the local work unit or facility supervisor to develop a program addressing traffic patterns, jetway and ramp safety, aircraft operating areas, approaches to aircraft and other service vehicles, and localized rules and regulations.

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5. OPERATION OF A GOV AT MARITIME PORTS

- a. MRP employees whose duties require them to operate motor vehicles within the boundaries of maritime ports are subjected to unique hazards. Employees must be aware of special port authority regulations regarding speed limits and operating vehicles near long shore activities. Ports will have areas with poorly discernible traffic signs and reduced visibility due to buildings, cargo containers, and equipment.
- b. For the above reasons, it is required that MRP personnel who drive at maritime port activities take defensive driver training specific to the port(s) in which they are working. The port authority for the area is the best potential source of training. Other sources may include shipping lines or local trade unions at the facility.
- c. In the event that no source of training is available for the activity, the local MRP supervisor must ensure that employees are provided with orientation on operating vehicles on the port facility. The orientation, at a minimum, should include on-the-road time with a new employee to help in the recognition of hazardous areas, and familiarization with local traffic protocols. Where formal courses are not available, the development of structured training for employees, by the local MRP safety and health committees, is encouraged.

TOWING TRAINING GUIDELINES

OBJECTIVE:

This exhibit provides a basic summary of employee responsibilities, safety, and operation for towing equipment and supplies.

MRP Form 124, Safety Checklist for Towing/Carrying Equipment, can be used to assist vehicle operators with general towing procedures.

Supervisors or VAOs should follow the guidelines listed below:

a. **BEFORE TOWING:**

- (1) Verify that the vehicle and equipment do not exceed the Gross Combination Weight Rating (GCWR).
- (2) Verify that the hitch is proper for the weight being towed.
- (3) Physically check the hitch and ball to ensure that they are properly secured and that the safety chains are in place. Safety lock the hitch with a padlock and bar.
- (4) Physically check the trailer lights to ensure that all tail lights, running lights, directional signals, and brake lights are clean and operating.
- (5) Check mirrors on the vehicles to ensure adequate rear and side visibility.
- (6) Check the electronic braking system, as appropriate.
- (7) Ensure adequate tire pressure and tread.
- (8) Check the proper loading of the trailer and ensure it is properly locked.
- (9) Check the lug nuts on the trailer wheels for tightness every 10,000 miles.
- (10) Review the areas of the manufacturer's operation manual concerning proper loading and towing.

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b. DURING TOWING:

- (1) Avoid sharp turns. Normal turns should be wider to prevent jackknifing or curb jumping.
- (2) Allow ample room for the trailer when changing lanes.
- (3) Avoid sudden, hard stops.
- (4) Be cognizant of cross winds.
- (5) When backing up, remember:
 - (a) Opposite steering procedures, and
 - (b) Sharp maneuvers result in jackknifing.
- (6) Spot check the trailer through the rearview mirrors.
- (7) Be sure to allow for proper clearances under trees, tunnels, bridges, etc.
- (8) Be aware of handling differences when towing an empty trailer versus a loaded trailer.

c. DISCONNECTING OR PARKING THE TOWED VEHICLE:

- (1) Check trailer wheels by placing blocks or wedges to keep wheels from moving.
- (2) Check the placement of "fifth" wheel before removing the hitch.
- (3) Double check to ensure all chains and wires are disconnected before moving the towed vehicle.
- (4) Store the trailer on level ground with boards under each tire.
- (5) The tires should be off the ground, when possible, if storing the trailer for extended periods.

DRIVER TRAINING PROGRAM

MRP requires defensive driver training for all GOV operators.

- (1) New permanent employees who will operate motor vehicles must participate in an 8-hour defensive driving course. The course must be completed within 3 months after the employee is authorized to operate a GOV on Government business.
- (2) Employees who have been authorized to operate motor vehicles must be provided refresher defensive driver training every third year after participation in the initial course. Acceptable refresher driver training may be:
 - (a) Participation in a full 8-hour course;
 - (b) Participation in a modified version of the course, at least 4- hours in duration; or,
 - (c) Participation in the GSA sponsored driving training course.
- (3) Nonpermanent employees, seasonal, temporary, and cooperator employees, who operate motor vehicles must be given driver safety orientation. The training must be provided immediately after the employee is hired, but no later than 1 week from the first day of employment.
- (4) Employees who drive and are located at airports, or who must conduct business at airport facilities, must participate in an airport ramp safety course. This course may be presented by the airport authority, operations or security, major airlines, or the program may be locally developed. Programs should address aircraft working areas, jetways, taxi areas, local regulations, approaches, and associated hazards from aircraft. Locally developed programs may be coordinated through local safety and health committees, regional safety and health councils, or between MRP programs with duties at the airport.

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- (5) Supervisors are responsible for coordinating training for new employees before they are allowed to drive on the ramp areas. Refresher training will be given on a three-year schedule. Supervisors may, at his/her discretion, schedule refresher sessions when deemed necessary because of accidents or changes in local airport procedures.
- (6) Other Federal/State employees, cooperators, contractors, or individuals who operate motor vehicles on Government business must be given a 4-hour defensive driver training course. Training provided by the employer may be substituted if it was completed within the previous year and covered comparable subject material.
- (7) Supervisors must retain the completion certificate to document an employee's participation in an initial defensive driver-training course of 8 hours or more.

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SUPPLEMENT 3

REQUIREMENTS TO OPERATE MOTOR VEHICLES AT INTERNATIONAL LOCATIONS

1. PURPOSE

This supplement provides additional policy on the requirements to operate motor vehicles at international locations.

2. LICENSE/PERMITS

Laws governing requirements to operate motor vehicles vary geographically. MRP personnel should contact their local program coordinators or the Embassy for additional information.

3. INSURANCE

GOVs are self-insured for the U.S. and its territories. This coverage does not extend to Mexico and Canada. An employee performing official duties across the border must first purchase insurance coverage.

- a. Employees are required to obtain insurance on Government vehicles from a local insurance company before they authorize its use for “other authorized uses.” However, if the Embassy already requires MRP to carry third party liability on its vehicles, employees do not have to include it in their policies.
- b. The insurance will include collision, liability, and medical payment for at least the minimum amount required by the Embassy or host country, whichever is more stringent, for privately owned vehicles of American personnel in the host country.

When a POV is used, employees must obtain insurance prior to arriving at the international location. Employees should check with their insurance company to see if there are riders on their personal insurance to cover the POV or GOV when used for personal business. If a rider or extended coverage is purchased, the employee can be reimbursed for mileage. However, the agency does not recommend an employee use their POV for assignments at international locations if a GOV is available. The Secretary of Agriculture has the authority to pay a tort claim in accordance with title 28 of the US Code, if the claim arises outside of the US in connection with activities of individuals who are performing services for the Secretary.

The Federal Tort Claims Act (FTCA) protects employees from liability and imprisonment in the event of an accident only under the jurisdiction of the United States. The FTCA does not apply in foreign countries.

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CHAPTER 4

OPERATOR'S SAFETY AND ACCIDENT REPORTING PROCEDURES

1. PURPOSE

This chapter states MRP safety and accident reporting procedures when using a GOV.

2. VEHICLE SAFETY INSPECTIONS

All operators using a GOV for official purposes will be responsible for performing a safety inspection of the vehicle prior to use. The safety inspection will include at a minimum a check of the following:

- a. Vehicle fuel level;
- b. Oil level;
- c. Signal lights, brake lights, backup lights, and headlights (best method to use is "buddy" method, one employee inside vehicle, another one outside);
- d. Horn;
- e. Tire pressure and tread wear (including the spare);
- f. Brake pressure (faulty brakes require greater pedal pressure);
- g. Windows are clean; and
- h. Accident and emergency kits are in the vehicle.

3. OPERATOR'S SAFETY

- a. Following the vehicle safety inspection, the operator must take the following steps to ensure his/her own personal safety:
 - (1) Adjust all mirrors for maximum visibility;
 - (2) See that driver and all passengers are wearing seat belts;
 - (3) Drive within the posted speed limit;
 - (4) Observe all local and State traffic laws;

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- (5) Be alert and drive defensively;
 - (6) Avoid risks (i.e. going through a yellow or red light, trying to turn with another vehicle oncoming);
 - (7) Do not drive while under the influence of alcohol or drugs. Some prescription and non-prescription medications can cause drowsiness; be alert for side effects.
 - (8) Drive with the vehicle headlights on during daylight hours (when weather conditions dictate) to increase driver visibility.
- b. Regular vehicle inspections and maintenance will keep a vehicle in safe operating condition and will increase fuel efficiency. Inspections can provide advance warning of conditions that will need repair, therefore allowing maintenance to be scheduled. See chapter 5 for vehicle inspection policies.

4. ACCIDENT REPORTING KITS

- a. All GOVs used for official purposes will contain the following:
- (1) Form AD-651, Motor Vehicle Accident Report Kit, in the glove compartment. The AD-651 should contain the following forms:
 - (a) SF-91, Operator's Report of Motor Vehicle Accident.
 - (b) CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.
 - (c) SF-95, Claim for Damage, Injury, or Death.
 - (d) AD-112, Report of Unserviceable, Lost/Stolen, Damaged or Destroyed Property.
 - (e) MRP-75, U.S. Government Motor Vehicle Self-Insured Information.
 - (2) An emergency kit containing the following:
 - (a) First aid kit,
 - (b) Signal flares or reflective triangles,
 - (c) Flashlight,

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- (d) Small hand tools (i.e. screwdrivers, pliers, hammer, tire pressure gauge, ice scraper), and
 - (e) A fire extinguisher (which must be inspected once a year).
- b. GSA motor pool vehicles are equipped with GSA Form 1627, Motor Vehicle Accident Reporting Kit. The GSA Form 1627 contained in GSA motor pool vehicles will be used in lieu of AD-651.
- c. Pressurized containers (i.e., tire sealants, tire inflators, or nonskid spray) are not authorized for use. They have the potential to explode.

5. REPORTING DAMAGES TO GOVs AND ACCIDENT REPORTING PROCEDURES FOR GOVs

Listed below are the required procedures for reporting accidents when a GOV is involved.

- a. The operator will report vehicle damages to a parked GOV which resulted from falling objects, fire, hailstorms, floods, vandalism, civil disturbances, and similar causes, through supervisory channels, to the ASD, Personal Property Section in Minneapolis, on Form AD-112, Report of Unserviceable, Lost or Damaged Property. Forms CA-1, SF-91, and SF-91-A are not required.
- b. When involved in an accident, the operator will:
 - (1) Immediately stop and determine the extent of his/her injuries.
 - (2) Remain in the vehicle, if injured, and there is no threat of danger from explosion or oncoming traffic.
 - (3) Determine if the other vehicle's occupants or bystanders have been injured.
 - (4) Help the injured obtain prompt medical attention. Unless there is immediate danger to the injured party, no attempt should be made to lift or move the injured. First aid can be administered by properly trained individuals.
 - (5) Take precautions to prevent additional accidents by having persons direct traffic or clear the roadway. Signal or road flares will be used to alert traffic.
 - (6) Notify local police of the accident and request a police investigation and report.
 - (7) Provide the other accident party with your name, address, and organizational unit.

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- (8) Remove the Accident Kit from the vehicle and complete Forms SF-91, and Form CA-1, if appropriate. All accident forms, except the CA-1, must be sent, through supervisory channels, to ASD, Personal Property Team. The forms will be filed within seven days after the accident.
 - (9) Obtain the other party's name, address, telephone number, insurance company, driver's license number(s) of all drivers involved in the accident, motor vehicle tag number of other vehicles involved in the accident, and names and addresses of witnesses.
 - (10) Within 24 hours of the accident, notify his/her supervisor, so that a review can be made while evidence and witnesses are readily available.
 - (11) Notify the VAO and provide accident information in order that Form AD-112, can be completed.
- c. The operator will NOT:
- (1) Discuss the accident details with anyone except authorities, make admissions, or take any blame for the accident.
 - (2) Sign any statements concerning the accident except when requested to do so by law enforcement authorities. Immediately notify FMD, Claims and Payment Section in Minneapolis, of the nature and content of any statement that law enforcement authorities request you to sign.
 - (3) Sign any release on behalf of the Government.
 - (4) Encourage any private party to present a claim against the Government, or assist in the prosecution of claims against the Government.
 - (5) Promise or imply that any form of settlement will be made for damages or personal injury, or under any circumstances make a cash settlement.
 - (6) Attempt or promise to compromise a claim for damages or injuries resulting from an accident.
 - (7) Correspond with any claimant, unless specifically authorized by, MRP-BS-FMD Claims Section.
 - (8) Submit accident reports or release forms to any entity without receiving approval from MRP-BS-ASD Personal Property Section.

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6. SUPERVISOR ACCIDENT REPORTING PROCEDURES

- a. After being notified of an accident, the supervisor will:
 - (1) Ascertain the facts regarding the accident by reviewing all required accident documentation.
 - (2) Remind the operator of his/her responsibilities as listed in section 5(c), above.
 - (3) Complete items 72 through 88 (as appropriate) of SF-91; review and sign the form.
 - (4) See that all accident reports are completed and sent to ASD, Personal Property Section with copies to the VAO and the Employee Services Division (ESD), Safety, Health, and Environmental & Security Team (SHEST), within seven days of the accident. The reports will contain the following information:
 - (a) The date and time of the accident;
 - (b) Names of any persons involved;
 - (c) The location (specify street, highway, intersection);
 - (d) The extent of injuries;
 - (e) An explanation as to how the accident occurred;
 - (f) Any actions taken;
 - (g) The approximate amount of damages, if any;
 - (h) The names and addresses of witnesses; and,
 - (i) A copy of the police report determining fault.
 - (5) Verbally report the following types of serious accidents to regional directors/sector program heads and SHEST within the timeframes indicated:
 - (a) A job-related accident involving the fatality of an MRP employee or another party will be reported immediately.
 - (b) A job-related accident involving the hospitalization of an MRP employee or a private citizen will be reported within 24 hours.

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- (c) A job-related accident where the amount of claim for or against the Government is expected to exceed \$20,000 will be reported within 24 hours.
- (d) Accidents that indicate possible misconduct or negligence on the part of an MRP employee will be reported within 48 hours. When employee negligence is suspected, MRP-MBS-ASD-Personal Property Section will refer the case to the Board of Survey.
- (6) Ensure that all accidents are investigated by the police or other appropriate authorities within 24 hours after being reported. Provide a copy of the investigation report to MRP-MBS-ASD-Personal Property Section, the VAO, and the local Collateral Duty Safety and Health Officer (CDSHO). The report will be sent to the CDSHO no later than three days after completion of the investigation.

7. VAO ACCIDENT REPORTING PROCEDURES

- a. When notified of an accident, the VAO will complete and submit Form AD-112 to ASD, Personal Property Section. The following information must be included:
 - (1) The driver's name;
 - (2) The date and time of the accident;
 - (3) License Tag No., GSA (G) No., or Leased (L) No., age and description of the vehicle;
 - (4) The estimated cost of repairs; and
 - (5) An explanation of the accident.
- b. If the vehicle is damaged beyond repair, indicate preference of either GSA or agency disposal.

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8. ACCIDENT REPORTING REQUIREMENTS FOR GSA AND COMMERCIALLY LEASED VEHICLES

- a. Vehicle operators will always request a copy of the accident report from GSA. Send a copy of the accident report, through supervisory channels, to ASD, Personal Property Section in Minneapolis, along with copies of Forms SF-91, AD-112, and any related documents.
- b. Report promptly, (through channels) on Form AD-112 to ASD, Personal Property Section in Minneapolis, any damage to commercially leased vehicles. When employee negligence is suspected, ASD will refer the case to the Board of Survey.

9. EMPLOYEE LIABILITY

- a. Under the Federal Tort Claims Act, a Government employee is entitled to legal counsel and protection from claims and suits of private parties arising from motor vehicle accidents that occur during performance of official duties in the United States.
- b. Operators using GOVs or POVs for "other authorized uses" in a foreign country may be held personally liable for accidents.
- c. Operators using GOVs for official purposes are not required to purchase liability insurance. However, an employee not conducting official business at the time of an accident, may be found financially liable for any damages incurred.
- d. An operator who damages his/her POV while performing official duties must make arrangements for repairs or replacement, per Tort Claims. This may be done through the employee's insurance company or through suits against private individuals. An employee should ensure that his/her insurance policy covers a POV while on official business.
- e. Under the provisions of the Military Personnel and Civilian Employees Act of 1964, employees may submit a claim when the vehicle was subjected to extraordinary risks in the performance of duty. Such risks would include those connected with civil disturbance, common or natural disaster, or efforts to save Government property or human life.

10. BOARD OF SURVEY

- a. ASD has been delegated the authority to conduct a Board of Survey (BOS). ASD appoints a minimum of 10 people in addition to the chairperson and co-chair to serve on the BOS. These individuals must be a GS-11 or higher. The Property

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Management Officer (PMO) or Personal Property Team employee involved in the case under review may not serve on the BOS.

- b. The Board of Survey will:
 - (1) Determine, by a majority decision, whether the employee will be financially liable and the dollar amount of the liability.
 - (2) Refer to the Director, Human Resources Division, all cases where a BOS determination of employee negligence has been made. It will be the responsibility of HRSEU to determine if disciplinary action is warranted.
- c. In determining whether the employee's act or failure to act was negligent conduct, the Board will consider:
 - (1) Whether another employee in the same circumstances could reasonably have been expected to anticipate the risk of loss.
 - (2) Whether the employee, within the limits of the work environment, took reasonable action to avoid the risk.
 - (3) The options available to the employee, including the gravity of the risk, and the likelihood of occurrence.
 - (4) Whether the employee failed to take reasonable action to prevent loss of property under circumstances that he/she should have anticipated. If failure to do so was a material and substantial factor in bringing about the loss, the Board will find the employee liable, and will determine the amount to be charged the employee for the loss.
- d. The PMO or other officials may request that ASD review a case for final determination. ASD will appoint a chairperson and two members to serve on the BOS. All reports and supporting documentation involving loss, theft, damage, or destruction of Government property will be submitted with the request to appoint a BOS. Complete and accurate investigative reports are very important.
- e. The BOS will determine whether an employee should be held financially liable for damages to an official vehicle. The BOS' determination will be based on reported facts.

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- f. The determination of the amount of liability will be based on, but not limited, to the following criteria:
 - (1) The property's recorded value, less reasonable depreciation.
 - (2) The age and condition of the property when lost, stolen, or destroyed.
- g. The BOS will not take action on cases involving Office of the Inspector General (OIG) investigations until the OIG findings are received.
- h. An employee may appeal financial liability decisions of the BOS. Employees may file a written appeal within 30 days to the Director, ASD, for forwarding to the Deputy Administrator, MRP Business Services, for final determination. If appropriate, employees may file an appeal in accordance with negotiated grievance procedures.
- i. Employees held financially liable by the BOS will be billed promptly by Financial Services, MBS, after a notification of liability from the BOS.

11. PRIVATE PARTY LIABILITY

ASD will determine financial liability of private parties for damages to a GOV; secure estimates from the field station, if not previously furnished; and authorize replacement as appropriate.

FMD, Claims and Payments, will be responsible for ensuring that the Government's claim against a private party is collected.

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CHAPTER 5

ALTERNATIVE FUELS, MAINTENANCE, AND THE USE OF VOYAGER FLEET CARD

1. PURPOSE

This chapter states MRP policies and requirements for the use of alternative fueled vehicles (AFVs), alternative fuels and motor vehicle maintenance. This chapter also provides information on the use of the fleet card.

2. POLICY

- a. MRP agencies will adhere to Executive Order 13149, which requires federal agencies to implement aggressive plans to acquire alternative fueled vehicles as established by the Energy Policy Act (EPACT). EPACT requires Federal agencies to acquire AFVs for 75 percent of new acquisitions in FY 2000 and beyond. These requirements apply to all vehicle acquisitions that are located in metropolitan statistical areas (MSAs) with populations of 250,000 or more.
- b. Operators using MRP-owned or leased vehicles must purchase and use alternative fuels when available at prices comparable to regular unleaded gasoline.
- c. Operators must use "self service pumps" unless:
 - (1) Such pumps are not available.
 - (2) The operator's physical condition does not permit such use.
 - (3) A service station refuses to honor the Voyager credit card for self-service pumps.
 - (4) Severe weather conditions make use of self-service pumps impractical.
- d. The Voyager credit card is the only Government credit card authorized for the purchase of gasoline and minor maintenance and repairs.
- e. MRP-owned vehicles must be scheduled for regular maintenance and repairs to ensure safety and fuel efficiency.

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3. MOTOR VEHICLE MAINTENANCE

- a. Though the Voyager Card must be used whenever possible, the Government Commercial Credit Card can be used when a vendor will not honor the Voyager Credit card. If the Commercial Credit Card is used, the vehicle identification number and the amount of fuel purchased or a description of any maintenance or repairs must be recorded on the monthly statement so that vehicle data may be captured correctly.
- b. Follow the manufacturer's recommendation in the vehicle owner's manual for the type of fuel required. Do not use premium gasoline unless it is required for the vehicle.
- c. Follow the manufacturer's recommendations for maintenance frequency unless use or other conditions require servicing more frequently.
- d. Routine maintenance and repairs should be performed at Government facilities (if available), companies that have contracts with GSA, or other commercial garages or service stations. Estimates should always be obtained before the work is started. Question costs of completed work that exceeds the estimate.
- e. Repairs covered by warranty will be performed by the dealer or warranty issuer.

4. PROCEDURES FOR MOTOR VEHICLE INSPECTIONS & EMISSIONS TESTING

- a. Each vehicle must be inspected by a qualified mechanic at least once a year. The operator should schedule the inspection, if possible, when regular maintenance and repairs are scheduled. Inspections may be obtained from a Government facility, an authorized dealer, or a qualified commercial garage or service station.
- b. The VAO must ensure that all inspections required by the State are obtained at the required time for each vehicle.
- c. Vehicles must have yearly emissions testing as required by the State.

5. USE OF THE VOYAGER FLEET CARD

- a. The Voyager Fleet Card is the USDA credit card approved for obtaining gasoline and other services. It may be used for procuring supplies and services for MRP-owned or leased vehicles, only.

NOTE: Operators working in an emergency program must receive approval from the appropriate Agency Administrative Official to use a personal credit card to obtain services and claim reimbursement on the travel voucher.

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- b. Operators are responsible for properly using and safeguarding the Voyager Fleet card. The following precautions will be taken:
 - (1) Remove the Voyager card from the vehicle when leaving the vehicle at a garage or service station for services or repairs.
 - (2) Return the Voyager card along with the vehicle keys to the location from which they were obtained.
 - (3) Store the Voyager card in a locked safe, file cabinet, or glove compartment when the vehicle is not being used.
- c. Operators must notify the area or State office when a Voyager card is damaged, lost, or stolen. The appropriate office prepares Form AD- 112, Report of Unserviceable, Lost or Damaged Property, and submits a copy to MRP-BS-ASD- Personal Property Section, through the regional office or equivalent. Describe on the AD-112 how and when the card was lost/stolen and the efforts to recover the card.
- d. The regional office or equivalent will:
 - (1) Destroy any Voyager cards which are recovered after being reported lost or stolen.
 - (2) Destroy damaged Voyager cards when new cards are received.
- e. Transactions using the Voyager card with the vehicle tag number capture data from the point of sale and feed it electronically into the Purchase Card Management System (PCMS). In turn, PCMS electronically feeds the information to PMIS/PROP based on a match with the vehicle tag number. This ensures accurate data feeds to the appropriate vehicle for maintenance/operations record in PMIS/PROP.
- f. Transactions using the POOL Voyager Card are not identified with a designated tag number so transaction data does not feed to PMIS/PROP. VAOs must forward the following information to MRP-BS-ASD- Personal Property Section for manual entry into the PMIS/PROP system:

For fuel purchases:

- (1) Copy of the receipt,
- (2) Odometer reading,
- (3) Type of fuel purchased,

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- (4) Number of gallons, and
- (5) For maintenance costs, a copy of the receipt for the purchases with the license tag number written on the receipt.

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CHAPTER 6

ACQUISITION AND TRADE-IN OF GSA-LEASED VEHICLES

1. PURPOSE

This chapter describes MRP requirements and procedures for purchasing motor vehicles through GSA.

2. POLICY

- a. MRP will procure and assign vehicles based on the type needed to meet the Agency's mission. The basic vehicle types and equipment options are listed in the GSA Federal Standards.
- b. Fleet Managers will annually review vehicle use. If vehicles are inefficiently assigned, managers will reassign vehicles to ensure efficient usage. Reassignment determinations should be made through the following organizational levels:
 - (1) Local worksite - reassignment may be made within the program location.
 - (2) Area office - reassignments may be made within the program area.
 - (3) Regional office or equivalent - reassignments may be made within program region/sector.

3. FEDERAL STANDARDS

Types of vehicles and equipment options are covered in the Federal Standards published by GSA. GSA Standards list and describe types of vehicle and equipment options required to conduct general types of work performed by Federal employees. Manufacturers may provide a vehicle that meets or exceeds the requirements covered in the Standards.

4. PURCHASING VEHICLES

- a. Managers purchasing new vehicles or replacing currently owned vehicles, must use the GSA Standards in determining the types of vehicles and equipment options to be ordered.
- b. Requisitioning offices can contact the regional GSA office to obtain a current copy of the GSA Federal Standards.

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- c. Prepare a Form AD-700, Procurement Request, for each separate vehicle destination and vehicle type. All AD-700s must be approved by the Administrative Officer or equivalent and should include the following:
 - (1) Vehicle type and non-standard options;
 - (2) Federal Standard Number;
 - (3) Fedstrip address code;
 - (4) Quantity;
 - (5) Contact person and telephone number;
 - (6) Accounting codes and amount to be obligated; and,
 - (7) Trade-in vehicle number (must be a “like” trade in, i.e., sedan for sedan, truck for truck, etc.).
- d. MRP-BS-ASD, Personal Property Section, requires a justification for 4x4's, V8's, and any options not included in the GSA Standards. The justification statement will include:
 - (1) The type of function to be performed;
 - (2) The type of vehicle needed; and,
 - (3) The equipment options that are necessary.
- e. Programs may request optional safety features on new vehicles if available through the GSA standards. The additional costs are the program's responsibility. Safety features include:
 - (1) Driver and passenger air bags.
 - (2) Head rests.
 - (3) Adjustable driver seat backs.
 - (4) Rear window wipers.
 - (5) Intermittent wipers.
 - (6) Adjustable steering wheels.

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- (7) Anti-lock brakes.
- (8) Cargo dividers for station wagons.
- (9) Dual side mirrors.

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SUPPLEMENT 6

VEHICLE SELECTION AT INTERNATIONAL LOCATIONS

1. PURPOSE

This supplement provides additional procedures for vehicle selection at international locations.

2. PURCHASING VEHICLES

The Form AD-700, Procurement Request, must specify that emissions equipment not be included on the vehicle if it is being purchased domestically for shipment overseas.

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CHAPTER 7

ACQUISITION AND DISPOSITION OF MRP-OWNED VEHICLES

1. PURPOSE

This chapter describes the MRP requirements and procedures for the acquisition and disposition of MRP-owned motor vehicles.

Congress sets a ceiling limitation on the number of passenger carrying vehicles an agency may acquire or replace each year. There is no Congressional ceiling on the number of trucks. MRP requires justification for any increase in fleet size.

2. POLICY

a. MRP must adhere to the vehicle acquisition restrictions listed below:

- (1) MRP agencies cannot replace more than 25 percent of the fleet in a fiscal year.
- (2) Vehicles being replaced must meet the following minimum age or mileage criteria:
 - (a) Passenger sedans and station wagons may be replaced after 3 years or 60,000 miles, whichever occurs first.
 - (b) Trucks may be replaced in accordance with the following years or miles, whichever occurs first:

Maximum Pounds Gross Vehicle Weight Rating (GVWR)	Total Years	Total Miles
Less than 12,500	6	50,000
12,501 - 23,999	7	60,000
24,000 & over	9	80,000
4 or 6 wheel drive vehicles	6	40,000

- b. A motor vehicle damaged beyond economical repair (including wear caused by abnormal operating conditions) may be replaced without regard to the replacement criteria. Program managers must justify the need for replacement and submit the justification along with Form AD-700 to ASD Contracting in Minneapolis.

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- c. Vehicles being purchased must be the same type as the vehicle being replaced. Substitutions may occur as listed below:

PURCHASING

Sedan or station wagon
Light Truck (12,500 lbs.
less GVWR)

Medium and Heavy Trucks
(12,500 to 28,000 lbs. GVWR)

TRADE-IN:

Sedan or station wagon
van, or truck
(12,500 lbs. or less GVWR)

Any truck between
12,500 to 28,000 lbs. GVWR

- d. Vehicles acquired by MRP must meet the fleet average fuel economy rating established each year by the Environmental Protection Agency. MRP-BS-ASD, Personal Property Section maintains this information.

3. MOTOR VEHICLE PURCHASE SCHEDULES

- a. GSA procures motor vehicles for all civilian agencies twice a year, in June and December.
- b. To obtain the best price and delivery times, vehicle procurements should be planned for the December schedule.
- c. Vehicle requests must be submitted to MRP-BS-ASD- Personal Property Section in Minneapolis, by September 15, if using year-end funds for the December vehicle delivery or by March 30 for the June delivery.

4. REPLACEMENT CRITERIA

- a. Program managers begin the acquisition process by identifying vehicles that are eligible for replacement based on the age and/or mileage criteria.
- b. Program managers will use the NFC Property Management Information System (PMIS) replacement report to determine how many vehicles can be replaced. Replacement vehicle orders will be prioritized considering the following:
- (1) The condition of the vehicles, the amount spent on repairs, and the frequency of repairs;
 - (2) The number of years over the minimum age criteria specified in section 2;

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- (3) The number of miles over the minimum mileage criteria specified in section 2.; and,
- (4) The miles per gallon (MPG) over the established MPG for the particular type of vehicle.
- c. Substitutions for vehicles originally identified as trade-ins, may be made by contacting MRP-BS-ASD, Personal Property Section. ASD will prepare MRP Form 20, Change in Motor Vehicle Trade-In, to confirm the substitution.

5. EXCESSED VEHICLES

- a. **Prior approval must be obtained from MRP-BS-ASD, Personal Property Section** in order to acquire an excess vehicle from outside the Agency. The Form SF- 122, Transfer Order, Excess Personal Property, must be completed.
- b. The VAO must notify the regional office or equivalent if a vehicle is no longer needed at the location.
- c. The regional office will determine if the vehicle can be used within the region. If not, the regional office will notify the other regional offices within the program. Regions will have five working days to respond to the notice.

If no response is received, the regional office or equivalent will notify ASD, Personal Property Section who will notify all MRP units. MRP units wanting to acquire the vehicle must respond to ASD, Personal Property Section within 10 working days.

- d. If the vehicle can be used elsewhere in MRP, the VAO who declared it as excess must prepare Form AD-107, Report of Transfer of Property, and submit it to ASD, Personal Property Section for processing.

6. VEHICLES TO BE SOLD

- a. Vehicles identified as trade-ins are generally sold by GSA through an auction, spot bid, or sealed bid method. MRP offices may sell the vehicles through a small lot sale if the expected proceeds are \$5,000 or less per sale.
- b. Damaged vehicles for which quick repairs are not economical may be sold before new vehicles are delivered. This is considered an advance sale and is usually made through small lot sales.

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- c. Before a vehicle is sold, the operator or VAO designee will ensure that:
 - (1) The vehicle is parked in a secure area at a Government facility until he/she is notified of other action to take. Contact ASD, Personal Property Section, if free storage cannot be obtained at or near a Government facility.
 - (2) All Government identification decals, license plates, and MRP- owned items are removed from the vehicle.
 - (3) The interior and exterior of the vehicle is clean.
 - (4) The engine is periodically started, fluid levels and tire pressure are checked, and any other corrective action necessary to maintain the vehicle is taken.
 - (5) The vehicle is shown to prospective bidders, delivered to the sale location designated by GSA, or a small lot sale is conducted following the instructions provided by ASD.
 - (6) The Fleet (VOYAGER) credit card has been cancelled.
- d. ASD, Personal Property Section will:
 - (1) Send the VAO materials and instructions for selling the vehicle if a small lot sale is to be conducted.
 - (2) If GSA is conducting the sale, assist the VAO in preparing Form SF-126, Report of Personal Property for Sale.
 - (3) Contact the field office and/or GSA to ensure that the vehicle is sold within 60 days after GSA receives the SF-126.
- e. GSA will:
 - (1) Acknowledge receipt of the Form SF-126.
 - (2) Notify the field office to deliver the vehicle to a designated sale location.
 - (3) Award the vehicle to the highest bidder and prepare GSA Form 27, Notice of Award, indicating the specified timeframe for the buyer to remit full payment and claim the vehicle.
 - (4) If the buyer remits full payment, GSA will prepare the purchase receipt and distribute copies of GSA Form 27 to the buyer.

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- (5) Process buyer defaults and re-offer the vehicle for sale.

f. The VAO will:

- (1) Release the vehicle to the buyer after he/she signs the purchaser's receipt; Do not release the vehicle if a "Notice of Award" is presented.
- (2) Return the signed copy of the Purchaser's Receipt to GSA and ASD, Personal Property Section.
- (3) Notify the GSA office identified on the purchaser's receipt if the buyer does not pick up the vehicle within the specified timeframe.

7. VEHICLES PURCHASED BY MRP EMPLOYEES

An employee (or member of the employee's immediate household) may not purchase any MRP vehicle directly or indirectly, if the employee was formerly accountable for the vehicle, formerly used the vehicle, or was in any way connected with the vehicle being declared for sale. Employees may bid on/purchase vehicles if they were not involved in its use, retirement, or sale.

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SUPPLEMENT 7

ACQUISITION AND DISPOSITION OF VEHICLES AT INTERNATIONAL LOCATIONS

1. PURPOSE

This supplement provides additional requirements for the acquisition and disposition of MRP-owned vehicles at international locations.

2. POLICY

- a. Vehicles at international locations are eligible for replacement after 4 years or 40,000 miles, whichever comes first.
- b. ASD, Personal Property Section must be notified of acquisitions or dispositions.

3. MOTOR VEHICLE PURCHASE SCHEDULE

If vehicles are to be purchased in the U.S. and exported to the international location, requests must be submitted to the ASD, Personal Property Section by September 30 for the December vehicle delivery or by March 1 for the August delivery.

4. EXCESSED VEHICLES

- a. The Form SF-122, Transfer Order, Excess Personal Property, must be completed and submitted to RMS for approval.
- b. The Administrative Officer will forward the SF-122 to ASD, Personal Property Section.
- c. Vehicles identified as trade-ins are generally sold by the Embassy. This applies to vehicles that were purchased at an international location.

5. DONATED VEHICLES

- a. Donations of MRP-owned vehicles are not allowed without authorization. To obtain authorization, the program donating the vehicle(s) must submit a written request to their Administrative Officer or equivalent. The request must contain:
 - (1) The reason why the following disposal methods are not preferred:
 - (a) Redistribution to establishments within the parent agency;

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- (b) Transfer of replacement property and/or foreign excess property to another agency;
 - (c) Sale/exchange of replacement property, foreign excess property, and scrap or salvage; or,
 - (d) Grant-in-aid or project contribution (Agency for International Development only).
- (2) A description of the condition of the vehicles, maintenance status, and local road conditions.
- b. The Administrative Officer or equivalent will forward the request to ASD, Personal Property Section.

6. VEHICLES TO BE SOLD

- a. Operators or VAO designee will ensure that the vehicle is delivered to the sale location designated by GSA or the Embassy.
- b. The Embassy should issue a general receipt on the sale of the vehicle. The VAO will forward the receipt to ASD, Property Section.

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CHAPTER 8

VEHICLE IDENTIFICATION AND DECALS

1. PURPOSE

This chapter describes the requirements for the identification of MRP- owned or leased motor vehicles or vehicles obtained through the GSA for 60 days or more.

2. POLICY

Motor vehicles assigned within the United States, its territories or possessions, must be identified as GOVs. These vehicles can only be used to conduct official Government business. The vehicles must have Government license plates, unless used in surveillance work.

3. GENERAL PROCEDURES

- a. ASD, Personal Property Section assigns license plates for inventory and record keeping purposes to all MRP motor vehicles used in the U.S. and foreign countries.
- b. Employees must include the license number or Vehicle Identification Number (VIN) in any correspondence, accident reports, vehicle operational reports, or other documents.

4. MOTOR VEHICLE DECALS

- a. MRP vehicle decals must be placed on all vehicles owned or leased by MRP for 60 days or more.
- b. MRP utilizes **THREE** different types of decals to identify MRP-owned and leased vehicles. The first type of decal will be placed on the rear window of vehicles. This decal contains the following wording:

U.S. Government
PROTECTING AMERICAN AGRICULTURE
United States Department of Agriculture
For Official Use Only

The second type of decal will be placed in the lower left hand corner of the rear window. This decal contains the following wording:

U.S. Department of Agriculture
U.S. Government
For Official Use Only

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The third decal, Form AD-185, Penalty for Unofficial Use of Government-Owned or Leased Motor Vehicle, will be placed inside each MRP-owned vehicle on the instrument panel in a location where it is visible. This decal explains the penalty for misuse of a Government vehicle and reminds drivers and passengers to fasten their seat belts.

GSA vehicle decals are used on all vehicles obtained through GSA. These decals contain the following wording:

For Official Use Only
U.S. Government
General Services Administration

- c. ASD, Personal Property Section will furnish MRP decals when new vehicles are received. VAOs will contact ASD, Personal Property Section to obtain replacement decals. VAOs requesting replacement decals will indicate if the vehicle is a light or dark color. The vehicle color will be used to determine the color of the decal.
- d. VAOs will obtain decals for GSA vehicles from the local GSA Fleet Management Center.
- e. VAOs will remove all decals before a vehicle is sold, donated or transferred to another agency.
- f. Decals are not to be placed on vehicle doors. This decreases the value of the vehicle when it is sold.

5. LICENSE PLATES

- a. ASD, Personal Property Section furnishes Government license plates for new MRP-owned vehicles.
- b. VAOs will mount one license plate on the front and one on the rear of each vehicle.
- c. Only one license plate is issued for mounting on the rear of trailers, motorcycles, motor scooters, trail bikes, or snowmobiles.
- d. VAOs will remove the license plates when renewal plates are received or when a vehicle is being sold. Include a statement on the SF-126, Report of Personal Property For Sale, that the license plates have been destroyed, and sign and date the form.
- e. Vehicle operators or VAOs will immediately notify the local police if license plate(s) are lost or stolen. If the license plates are recovered, the police will be notified.

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- (1) Vehicle operators or VAOs will destroy the remaining license plate, if only one is lost or stolen, and include a statement to that effect on Form AD-112.
- (2) VAOs will complete Form AD-112 and submit to ASD, Personal Property Section to report the loss, theft, or damage of license plates.
- (3) VAOs will submit requests for new license plates to ASD, Personal Property Section through channels.

6. USE OF UNMARKED VEHICLES

- a. Motor vehicles may be exempt from identification requirements in situations where the safety of employees and/or property may be at risk (e.g., Mexican border duty locations) or where prescribed by local U.S. Embassies in foreign countries.
- b. Requests for exemptions will be sent to the regional office or equivalent, through channels. The requests will include the following:
 - (1) A description of duties that require the use of an unidentified vehicle.
 - (2) Reasons why the use of an unidentified vehicle is essential.
 - (3) Location of the vehicle.
 - (4) The Vehicle Identification Number.
 - (5) A description of the vehicle.
- c. Regional offices or equivalent must ensure that the proper program concurrences have been obtained before submitting requests to ASD-Personal Property Section for final approval.
- d. Vehicles exempt from Government identification requirements must be licensed through the State or country where the vehicle is located. VAOs will provide ASD-Personal Property Section with State/country and license plate number.
- e. Untraceable plates are not authorized.

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CHAPTER 9

INSPECTION AND ACCEPTANCE OF NEW VEHICLES

1. PURPOSE

This chapter describes the inspection and acceptance requirements for new vehicles purchased or leased by MRP.

2. POLICY

- a. GSA requires manufacturers to conduct an inspection of each new vehicle prior to shipment.
- b. Upon completion of this inspection, the manufacturer prepares GSA Form 1398, GSA Purchased Vehicle, or an equivalent decal/sticker. The GSA Form 1398 is affixed to the right front door.
- c. A final pre-delivery inspection will be made ensuring that the vehicle and equipment are ready for use. The inspection will include adjustments and cleaning.

3. INSPECTION OF NEW VEHICLES

- a. Authorized dealerships at or near the delivery destination will perform the final pre-delivery inspection. The cost for this pre-delivery servicing has been included in the contract price. Refer the dealer to the manufacturer if there are any questions or contact ASD immediately.
- b. The VAO or designee must promptly inspect a new vehicle when it is received.
- c. The VAO or designee prepares SF-368, Product Quality Deficiency Report. The SF-368 describes the defects, deviations from the purchase order, or other problems identified during the inspection. The form also outlines the corrective actions to be taken.
- d. The VAO should also use the SF-368, Product Quality Deficiency Report to report the dealer's refusal to correct vehicle deficiencies covered by the warranty.
- e. The manufacturer must provide MRP with any recall notices. These notifications will be sent to the local field office and to MBS. Upon receipt, the field office must promptly take action(s) as instructed by the notice.

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- f. The VAO will submit Form AD-999, Motor Vehicle Accountability and Data Record, to ASD, Personal Property Section within 5 days after receipt of the vehicle.

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CHAPTER 10

ACQUISITION AND DISPOSITION OF GSA OR COMMERCIALLY LEASED VEHICLES

1. PURPOSE

This chapter describes the requirements for the acquisition and disposition of vehicles obtained through the GSA or commercial leasing companies.

2. POLICY

- a. Area, local, and laboratory offices must contact the appropriate regional office or equivalent when there are any requirements for additional vehicles.
- b. Before requesting commercially leased or GSA Interagency Fleet Management System (IFMS) vehicles, the regional office or equivalent will determine whether the reassignment of a currently owned or leased vehicle, use of a privately owned vehicle, or vehicle sharing can meet the program need.
- c. The local IFMS office will be contacted by the regional office before commercially leased vehicles may be obtained.
- d. All invoices will be submitted to the National Finance Center (NFC) for payment. NFC will charge the invoice amounts to the appropriate accounting code. It is important that the local office compare the receipts for services against the transaction reports received from NFC. If there are errors in charges, notify MRP-BS Claims and Payments Section, immediately.

3. GSA IFMS VEHICLES

- a. The regional office or equivalent will provide the following information to the IFMS nearest to the location where vehicles are needed:
 - (1) The quantity and type of vehicles (e.g., compact sedan, 4x4 pickup truck, 4x2 mini-van) needed;
 - (2) A list of desired options (e.g., 6-cylinder engine, air- conditioning, automatic transmission);
 - (3) Specific reason(s) why additional vehicles are needed;

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- (4) A brief description of the proposed use and estimated length of time the vehicle will be required;
 - (5) Estimated monthly mileage per vehicle;
 - (6) Location(s) where the vehicles will be used;
 - (7) Billing Office Address Code (BOAC) and Fund Code; and
 - (8) The driver's name and telephone number.
- b. IFMS will provide any instructions pertaining to the use of the vehicles. If the IFMS cannot provide the vehicles, request that the response be documented.
- c. IFMS has the right to withdraw any of its vehicles from MRP use if:
 - (1) The Voyager Fleet Credit Card is not used or misused.
 - (2) A vehicle is misused or improperly operated.
 - (3) The operator is at fault in an accident or is charged with reckless driving or other traffic violations.

4. COMMERCIALLY LEASED VEHICLES

- a. The regional office must contact the Personal Property Section, ASD, to request the use of commercially leased vehicles, if the IFMS cannot furnish the vehicles.
 - (1) Submit Form AD-700, Procurement Request, to the Personal Property Section, ASD.
 - (2) Include the information in 3.a. above on the AD-700. Section 3.a.(3) should include the name and address of each IFMS contacted, the Fleet Manager's name, and the written response received from the IFMS.
- b. ASD, Personal Property Section, will submit a request to MRP- BS, ASD, PPPB for authority to commercially lease the vehicles.
- c. ASD, PSB will notify ASD, Personal Property Section in writing of the leasing approval/disapproval. ASD, Personal Property Section will notify the requesting office of the decision and provide further instructions or guidance.

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5. RETURNING VEHICLES

The regional office will:

- a. Notify the IFMS or the commercial leasing company to arrange for the return of vehicles.
- b. Ensure the removal of all MRP-owned items, including identification and decals, from vehicles before they are returned.
- c. Provide the following information on commercially leased vehicles to ASD, Personal Property Section after return:
 - (1) Total number of vehicles leased and the cost (returned vehicles).
 - (2) Year, make, and model of each leased vehicle (returned vehicles).
 - (3) VIN and license plate numbers.
 - (4) Total gasoline cost, separately identifying alternative fuels.
 - (5) Total maintenance and repair cost.
 - (6) Total number of days used and total miles driven.

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CHAPTER 11

VEHICLE SHARING AND COOPERATIVE AGREEMENTS

1. PURPOSE

This chapter states MRP policy for vehicle sharing and loaning.

2. POLICY

- a. MRP employees will share vehicle resources, when possible, within their program and with collocated or other nearby Federal offices.
- b. An 8-hour defensive driver-training course must be given to MRP and non-MRP operators as a part of the vehicle sharing agreement.

3. PROCEDURES FOR VEHICLE SHARING

- a. MRP programs using shared vehicles are accountable for the official use, protection, and recordkeeping requirements.
- b. Programs using shared vehicles are responsible for reimbursing the owning program/agency and/or paying the costs of fuel, maintenance, repairs, and tort claims for which their responsibility has been determined by MBS or equivalent authority for non-MRP agencies and cooperators.
- c. VAOs will identify vehicles that can be shared with other programs or periods of time when MRP could use another Federal agency's vehicles.
- d. Local program officials will notify other MRP programs which are collocated when a vehicle will be available for vehicle sharing or when a vehicle is needed. The number, type of vehicles available/needed, and the dates of availability/need should be identified.
- e. Area/State/regional offices will notify other Federal agencies within the immediate geographic location of vehicle availability. All offices should send a copy of the notice to the ASD, Personal Property Section.

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4. WRITTEN AGREEMENTS FOR VEHICLE SHARING

- a. MRP programs must enter into formal written agreements when sharing vehicles with other MRP programs for more than 30 days or with other Federal Government agencies or cooperators for more than 1 week.
- b. The area/State/regional director is authorized to enter into a vehicle sharing agreement with other MRP programs or Federal agencies.
- c. The written agreement will cover the terms and conditions under which the owning and using programs/agencies agree to share the vehicle(s). At a minimum, the agreement will contain the following:
 - (1) The names and locations of the owning and using program/agency, or organization.
 - (2) The official purposes for which the vehicle will be used.
 - (3) The requirements to operate the motor vehicle, (e.g., State driver's license).
 - (4) The period of time the using program/agency will have access to the vehicle and the number of days of advance notice the owning agency requires to borrow the vehicle.
 - (5) The number of days advance notice required when the using program/agency wants to extend the established date of return. The extension must be documented in writing with copies distributed as stated above.
 - (6) The VIN and license plate numbers.
 - (7) The requirements for the completion of any reports required to reflect mileage, accidents and costs with instructions on where, how and to who to submit the forms and to remit payment.
 - (8) The requirements and procedures for vehicle storage.
 - (9) The procedures for obtaining maintenance and repairs.
 - (10) The requirements for financial reimbursement or payment of expenses for operating the vehicle.

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- (11) The requirements for repairs that result from an accident, and replacement of the vehicle if it is declared a total loss as a result of an accident. Include instructions on billing and payment methods.
- (12) A statement that the using program/agency is responsible for all tort claims resulting from an accident.
- d. MRP Form 74, Vehicle Sharing Checklist, will be completed before and after the vehicle is shared.
- e. After the agreement has been signed by both parties, copies will be distributed to the appropriate area/State/regional office, and to ASD, Personal Property Section.
- f. Both parties involved in the vehicle sharing must cancel the agreement, in writing, once the vehicle is returned and inspected.

5. VEHICLE SHARING/LOANING UNDER COOPERATIVE AGREEMENTS

- a. MRP employees working under a cooperative agreement must:
 - (1) Follow all MRP and Federal regulations when operating the motor vehicles.
 - (2) Use the vehicles for official business only. (See chapter 1.)
- b. MRP-owned or leased vehicles must be stored in a secured area.
- c. Federal assistance employees (cooperators, State and local government, and commission) are not subject to all Federal regulations. However, they must have a valid driver's license.
- d. Supervisors must evaluate an operator's driving abilities, compliance with safety regulations, and attention to driving defensively to determine if additional training or other corrective action is needed.
- e. Operators are responsible for the protection, proper use, and service of vehicles.
- f. Work plans must be developed between MRP and cooperators, establishing the criteria for official use, maintenance and repairs, liability, accident reporting, and data submission. The agreement must clearly state the criteria for the return of the vehicles, i.e., returned in the same condition as borrowed, less normal wear.

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CHAPTER 12

ACQUISITION OF MOTOR VEHICLES FOR EMERGENCY PROGRAMS

1. PURPOSE

This chapter describes the requirements and procedures for the acquisition of motor vehicles required for emergency programs/projects.

2. POLICY

- a. Vehicles will be obtained for emergency programs from the most cost effective source available with due regard for the agricultural emergency situation.
- b. A 8-hour defensive driver training course must be given to employees who will be driving MRP-owned or leased vehicles during an emergency program.

3. ACQUISITION OF MOTOR VEHICLES

- a. The following list states in priority order the sources that will be contacted to meet emergency program requirements:
 - (1) MRP-owned vehicles must be utilized if available and practical. Type/size, etc. must be considered before acceptance.
 - (2) If vehicles are available, Form AD-107, Report of Transfer or Other Disposition of Property, will be prepared for transfer. Form AD-107 will state that the vehicles are on temporary loan to the director of the emergency program or his/her designated accountable officer. The form will also identify any special purpose equipment required (i.e., radios and mounted equipment).
- b. GSA Interagency Fleet Management System (IFMS) will be contacted to request vehicle support. Information and justification should be provided on the nature of the emergency. The following information must be furnished:
 - (1) Billing Office Address Code (BOAC) number and address.
 - (2) Name of the emergency program director or designated accountable officer.
 - (3) Number and type of vehicles requested.
 - (4) Estimated monthly mileage.

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- (5) Anticipated pickup and return dates.
- c. Short term (59 days or less) immediate vehicle support may be acquired through GSA Federal Supply Schedule Contracts.
- d. ASD, Personal Property Section will be contacted for support and assistance for commercially leased vehicles if the IFMS cannot provide the requested vehicles.
- e. If a POV is authorized for an employee assigned to the program, the current rate of mileage specified in the Federal Travel Regulations will be paid.

4. OPERATION AND MAINTENANCE

- a. Use of MRP-owned or leased vehicles is limited to official business (see chapter 1).
- b. Operators of MRP-owned or leased vehicles must have a valid State drivers license (see chapter 3). Operators are responsible for the protection, proper use, and service of vehicles as well as the safeguarding of the gasoline credit card.

The emergency program director or his designee must physically examine each vehicle operator's State driver's license before allowing the operation of a GOV or POV. This also applies to temporary hires in emergency situations.

- c. The Voyager Fleet Credit Card is the only credit card authorized for gasoline purchases and minor repairs.
- d. The emergency program director will designate an employee as the motor pool manager to control the maintenance and repairs of assigned vehicles. Commercial vendors or Government controlled facilities will be utilized to perform all maintenance necessary. All repairs in excess of \$1,000 require advance approval by ASD, Personal Property Section (see chapter 5).
- e. All vehicles, when not in official use, must be parked at a pre-selected site. The emergency program director may approve transportation to and from a hotel/motel and the work site.

The AD-728, Request and Authorization for Home-to-Work Transportation, will be prepared and signed by the director (see chapter 1 and chapter 2).

- f. All vehicles leased for 60 days or longer (long term) will display the proper Government identification and decals (see chapter 8).

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5. RECORDKEEPING AND REPORTS

- a. Vehicle operators will maintain a daily record of vehicle mileage, associated costs, and return all gas receipts to the motor pool along with the ending odometer reading.
- b. The emergency program director will submit to ASD, Personal Property Section, the rental agreements for long term, commercially leased vehicles, including renewals. If the agreement does not provide the following information, it will be submitted as an attachment (Ref. FPMR 101- 28.1306-2.):
 - (1) Year, make, model and VIN of the vehicle(s).
 - (2) Transmission type (if manual, number of forward speeds).
 - (3) Cubic inch displacement.
 - (4) Fuel system (fuel injection or carburetor-number of barrels).
 - (5) Location of the rental agreement.

6. SAFETY AND ACCIDENT REPORTING

The motor pool manager will ensure that the policy and procedures for safety and accident reporting are followed (see chapter 4).

7. VEHICLE RETURN

- a. The motor pool manager will:
 - (1) Ensure that all identification, decals, and Government property are removed from the vehicles.
 - (2) Ensure that the interior and exterior are cleaned before the vehicles are returned and vehicle is in good operating condition.
- b. The emergency program director will ensure that vehicles are returned to the proper source at the conclusion of the emergency program.
 - (1) As soon as possible, notify the GSA motor pool of the tentative date of return. Arrange actual return through motor pool personnel.

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- (2) Return MRP-owned vehicles to the vehicle custodian or VAO. Indicate the date of return on Form AD-107.
- (3) Return commercially leased vehicles to the leasing vendor and send all bills to MRP-BS-ASD, Claims and Payments Section.

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CHAPTER 13

DEPARTMENT REGULATIONS

Directive	Title
DR 2600-1	Taxation of Taxable Fringe Benefits
DR 5400-5	Use of Government Vehicle for Home-to-Work Transportation

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CHAPTER 14

FORMS AND REPORTING REQUIREMENTS

1. PURPOSE

This chapter summarizes all forms referenced throughout this Manual.

2. POLICY

The forms listed in this manual will be used for the acquisition, operations, and disposal process for motor vehicles.

3. FORMS USED FOR MOTOR VEHICLE ACQUISITIONS

Form Number	Title of Form
SF-120	Report of Excess Personal Property
AD-700	Procurement Request
AD-999	Motor Vehicle Accountability and Data Record
MRP 20	Change in Motor Vehicle Trade-In
GSA 1398	GSA Purchased Vehicle
GSA 1781	Motor Vehicle Requisition - Delivery Order
SF-368	Product Quality Deficiency Report
GSA 8002-1	Motor Vehicle Delivery Report

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4. FORMS USED FOR MOTOR VEHICLE OPERATIONS

Form Number	Title of Form
AD-185	Penalty Decal
AD-643	Transmittal, GSA Motor Pool
AD-728	Authorization & Request for Home-To-Work Transportation
MRP 65	Annual Vehicle Inspection Checklist
MRP 73-R	Commitment to Use Privately Owned Vehicle
MRP 74	Vehicle Sharing Checklist
MRP 105R	Motor Vehicle Authorization
MRP 124	Safety Checklist for Towing/Carrying Equipment
MRP 125-R	Defensive Driver Training Log
MRP 139	Employee Record of Commute in Government Vehicle
SF-182	Request, Authorization, Agreement and Certification of Training
SF-78	Certificate of Medical Examination

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5. FORMS USED FOR THE MOTOR VEHICLE DISPOSAL PROCESS

Form Number	Title of Form
AD-107	Report of Transfer or Other Disposition of Property
MRP 315	Vehicle Condition Questionnaire
GSA-27	Notice of Award
SF-97	Certificate To Obtain Title To A Vehicle
SF-122	Transfer Order, Excess Personal Property
SF-126	Report of Personal Property for Sale
MRP 94	Record of Funds Received
OF-16	Sale of Government Personal Property

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6. FORMS USED FOR ACCIDENTS AND DAMAGE TO MOTOR VEHICLES

Form Number	Title of Form
AD-651	Motor Vehicle Accident Report Kit
AD-112	Report of Unserviceable, Lost or Damaged Property
AD-872	Property Damage Incident
GSA-1627	Motor Vehicle Accident Report Kit
SF-91	Operator's Report of Motor Vehicle Accident
SF-91A	Investigation Report of Motor Vehicle Accident
SF-94	Statement of Witness
SF-368	Product Quality Deficiency Report
CA-1	Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation